

General Requirements Bulletin

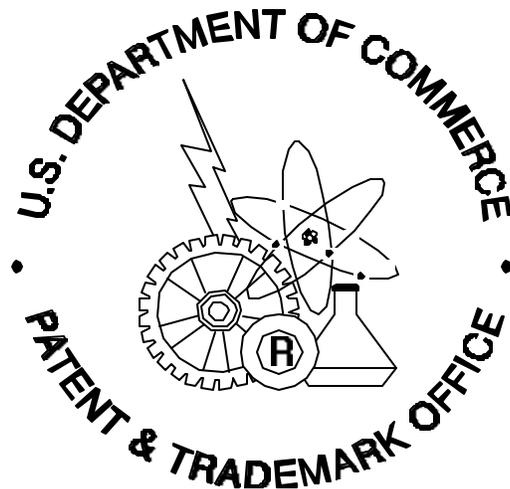
for admission to the

Examination for Registration

To practice in Patent Cases before the

US Patent and Trademark Office

EXAM DATE: April 12, 2000



FILING DEADLINE: December 31, 1999

<http://www.uspto.gov/web/offices/dcom/olia/oed/index.html>

Table of Contents

	Page Number
General Registration Information	-1-
Waiver of the Exam by Former Employees	-2-
Admission Requirements	-3-
Category A Requirements	-3-
Category B	-3-
Filing Early	-3-
Transcripts	-3-
Course Descriptions	-4-
Grades	-4-
Quarter Hour Conversion	-4-
Translations	-4-
Option 1	-4-
Option 2	-4-
Option 3	-4-
Option 4	-4-
Other Acceptable Course Work	-4-
Typical Non-Acceptable Course Work	-5-
Other Training	-5-
Military Service	-5-
Category C	-5-
Content of the Examination	-5-
Documents	-6-
Review Courses	-6-
Copies of Previous Exams	-6-
OED on the Internet	-6-
Waivers of Requirements Regarding the Examination	-6-
Instructions for Applying for Admission	-6-
Certificate of Good Standing	-7-
Exam Locations	-7-
Re Applying for the Exam	-7-
Aliens	-8-
Persons with Disabilities	-8-
Filing Deadline	-8-
Refunds And Withdrawing	-9-
Mailing Instructions	-9-
Notification	-9-
Notice of Receipt by OED	-9-
Transportation and Meals	-9-
Final Notification	-9-
Disapproval Notice	-10-
Changing Exam Locations	-10-
Check Lists	-11-
Frequently Asked Questions	-12-
Certificate of Mailing (Example)	-14-
Category B, Options Chart	-13-
Index	Last Page

GENERAL REQUIREMENTS BULLETIN

RECOGNITION OF ATTORNEYS AND AGENTS

The regulations governing the recognition of individuals to practice before the United States Patent and Trademark Office in patent cases are set forth in 37 CFR §§ 10.5, 10.6 and 10.7. Please note that recognition under the regulations reproduced below is limited to representing individuals in patent cases only. Only attorneys or individuals who were not attorneys and were recognized to practice before the Office in trademark cases prior to January 1, 1957, may represent persons in trademark cases. 37 CFR § 10.14.

§ 10.5 Register of attorneys and agents in patent cases.

A register of attorneys and agents is kept in the Office on which are entered the names of all individuals recognized as entitled to represent applicants before the Office in the preparation and prosecution of applications for patent. Registration in the Office under provisions of this part shall only entitle the individuals registered to practice before the Office in patent cases.

§ 10.6 Registration of attorneys and agents.

(a) *Attorneys.* Any citizen of the United States who is an attorney and who fulfills the requirements of this part may be registered as a patent attorney to practice before the Office. When appropriate, any alien who is an attorney, who lawfully resides in the United States, and who fulfills the requirements of this part may be registered as a patent attorney to practice before the Office, *provided:* Registration is not inconsistent with the terms upon which the alien was admitted to, and resides in, the United States and *further provided:* The alien may remain registered only (1) if the alien continues to lawfully reside in the United States and registration does not become inconsistent with the terms upon which the alien continues to lawfully reside in the United States, or (2) if the alien ceases to reside in the United States, the alien is qualified to be registered under paragraph (c) of this section. See also § 10.9(b).

(b) *Agents.* Any citizen of the United States who is not an attorney and who fulfills the requirements of this part may be registered as a patent agent to practice before the Office. When appropriate, any alien who is not an attorney, who lawfully resides in the United States, and who fulfills the requirements of this part may be registered as a patent agent to practice before the Office, *provided:* Registration is not inconsistent with the terms upon which the alien was admitted to, and resides in, the United States, and *further provided:* The alien may remain registered only (1) if the alien continues to lawfully reside in the United States and registration does not become inconsistent with the terms upon which the alien continues to lawfully reside in the United States or (2) if the alien ceases to reside in the United States, the alien is qualified to be registered under paragraph (c) of this section. See also § 10.9(b).

Note: All individuals registered prior to November 15, 1938, were registered as attorneys, whether they were attorneys or not, and such registrations have not been changed.

(c) *Foreigners.* Any foreigner not a resident of the United States who shall file proof to the satisfaction of the Director that he or she is registered and in good standing before the patent office of the country in which he or she resides and practices and who is possessed of the qualifications stated in § 10.7, may be registered as a patent agent to practice before the Office for the limited purpose of presenting and prosecuting patent applications of applicants located in such country, *provided:* the patent office of such country allows substantially reciprocal privileges to those admitted to practice before the United States Patent and Trademark Office. Registration as a patent agent under this paragraph shall continue only during the period that the conditions specified in this paragraph obtain.

§ 10.7 Requirements for registration.

(a) No individual will be registered to practice before the Office unless he or she shall:

(1) Apply to the Commissioner in writing on a form supplied by the Director and furnish all requested information and material and

(2) Establish to the satisfaction of the Director that he or she is:

(i) Of good moral character and repute;

(ii) Possessed of the legal, scientific, and technical qualifications necessary to enable him or her to render applicants for patents valuable service; and

(iii) Is otherwise competent to advise and assist applicants for patents in the presentation and prosecution of their applications before the Office.

(b) In order that the Director may determine whether an individual seeking to have his or her name placed upon the register has the qualifications specified in paragraph (a) of this section, satisfactory proof of good moral character and repute and of sufficient basic training in scientific and technical matters must be submitted to the Director. Except as provided in this paragraph, each applicant for registration must take and pass an examination which is held from time to time. Each application for admission to take the examination for registration must be accompanied by the fee set forth in 37 CFR § 1.21(a)(1) of this subchapter. The taking of an examination may be waived in the case of any individual who has actively served for at least four years in the patent examining corps of the Office. The examination will not be administered as a mere academic exercise.

REQUEST FOR WAIVER OF THE EXAMINATION FOR FORMER PATENT AND TRADEMARK OFFICE EMPLOYEES

Former employees of the U.S. Patent and Trademark Office may request a waiver of the examination for registration pursuant to 37 CFR

§ 10.7(b). Waiver of the examination is discretionary. Former employees who apply for waiver must meet the scientific and technical training requirements for admission to the registration examination. Before terminating employment with the U.S. Patent and Trademark Office, an individual must have served four or more years in the patent examining corps of the U.S. Patent and Trademark Office as an examiner, supervisory patent examiner, or group director. (Note: Service in any other position and/or role in the PTO does not qualify as the patent examining corps). Request the waiver by submitting the following documents:

- Application for Registration [Form PTO-158],
- Oath [Form PTO-1209]
- Undertaking Under 37 CFR § 10.10(b) [Form PTO-275] (if not previously completed)
- Submit a registration fee of \$100.00 as required by 37 CFR § 1.21(a)(2). Please make payment by check or money order made payable to the Commissioner of Patents and Trademarks.
- Official Transcripts Former employees may provide a copy of an official transcript on file in the U.S. Patent and Trademark Office's Office of Human Resources by noting that the original is in their personnel file.

Current employees of the PTO may not be registered due to conflict of interest regulations.

To request waiver of the examination, place an "X" in the appropriate box of the Application for Registration. All relevant documentation must be submitted with the application. Please refer to the Instructions for Applying for Admission to take the Examination for additional information.

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION

Individuals applying for the examination must demonstrate by providing documentation that they possess the scientific and technical training necessary to provide valuable service to patent applicants. Applicants *bear the burden of showing the requisite scientific and technical training*. The evidence and documents provided must satisfy category A, B, or C as shown below.

Category A. Bachelor's Degree in a Recognized Technical Subject. Applicants will be considered to have the necessary scientific and technical training by providing a transcript showing a Bachelor's degree in one of the following subjects from a United States college or university of recognized standing, or the equivalent to a Bachelor's degree in one of the following subjects from a foreign university:

Biology	Industrial
Biochemistry	Mechanical
Botany	Metallurgical
Electronics Technology	Mining
Engineering:	Nuclear
Aeronautical	Petroleum
Agricultural	Food Technology
Biomedical	General Chemistry
Ceramic	Marine Technology
Chemical	Microbiology
Civil	Molecular Biology
Computer	Organic Chemistry
Electrical	Pharmacology
Electrochemical	Physics
Engineering Physics	Textile Technology
Geological	

Computer Science. Not all computer science degrees meet the criteria.

** Acceptable Computer Science degrees must be accredited by the Computer Science Accreditation Commission (CSAC) of the Computing Sciences Accreditation Board (CSAB) on or before the date the degree was awarded. Computer science degrees that are accredited may be found on the Internet at: <http://casb.org>.*

Applicants with a Bachelor's degree in one of the above-identified subjects must submit an original official transcript from the college or university. *A diploma or copy of the diploma will not be accepted.* The official original transcript will be accepted from applicants, the transcript must be official original and include the university stamp or seal.

Other Bachelor Degrees: Degrees such as Biological Sciences, Pharmacy, and Mechanical Technology, not listed above, must qualify under Category B.

Graduate Degrees: Applicants who have a Master's or higher level degree in one of the subject areas listed above, but do not have a must qualify under Category B below.

Category B. Bachelor's Degree in Another Subject. Applicants with a Bachelor's degree in a subject other than one of those listed in Category A, must establish that they possess scientific and technical training equivalent to that received for a Bachelor's degree in one of the subjects listed in Category A. To establish such equivalence, applicants must submit documentation that shows they have satisfied one of the four options listed below.

Filing Early: Individuals seeking to qualify in category B and provide documentation establishing scientific and technical training are strongly encouraged to file documents at least two months prior to the deadline date for filing. This early filing provides adequate time to present supplemental documentation, which the Office of Enrollment and Discipline may require.

Transcripts: Official original transcripts are required for each course relied on to establish scientific and technical training in Category B. The transcript must be official and original, however, the transcript may be sent by the applicant.

Applicants who have instructed a college or university to send transcripts directly to the Office of Enrollment and Discipline at the United States Patent and Trademark Office, please note that information in a letter accompanying the application. The college or university must be instructed to file the transcript through U.S. Postal Service *first class mail* to the address appearing on page 8 of this

General Requirements Bulletin by December 31, 1999, the application deadline. Applicants may instruct the university or college to include a certificate of mailing (found herein on page 13) in the envelope with the transcript.

Course Descriptions: For each course relied upon in Options 1, 2, 3, or 4 below, applicants must furnish an official course description which is concurrent with the year in which the course was taken to accompany the official-original transcript. The course descriptions must include copies of the catalog cover page showing the year, the page(s) describing the requirements for the major and complete pages describing the courses to be considered.

Grades: *Only courses with a grade of C- or better will be accepted.* Please highlight the courses to be considered on the transcripts and course descriptions submitted.

Quarter hour conversion: To convert quarter hours into semester hours, multiply quarter hours by 2/3.

Translations: Certified English translations of foreign language documents, such as transcripts, course descriptions and any other supporting documentation must be furnished.

Option 1: 24 semester hours in physics. Only physics courses for physics majors will be accepted.

Option 2: 32 semester hours in combination, consisting of the following:

- 8 semester hours of chemistry or physics, and
- 24 semester hours in biological sciences

The 8 semester hours must be obtained in two sequential semesters, each semester including a lab. Only biological science courses for biological science majors will be accepted and only chemistry and physics courses for chemistry, physics, biology, or engineering majors will be accepted.

Option 3: 30 semester hours in chemistry. Only chemistry courses for chemistry majors will be accepted.

Option 4: 40 semester hours in combination, consisting of the following:

- 8 semester hours of chemistry or physics, and
- 32 semesters of chemistry, physics biological sciences, or engineering.

The 8 semester hours of chemistry or physics must be obtained in two sequential semesters, each semester including a lab. Only chemistry, biological sciences, and physics courses for majors in chemistry, physics, biology, or engineering will be accepted.

Other Acceptable Course Work: Under Option 4, up to four semester hours will be accepted for courses in design engineering or drafting. Also, under Option 4, computer science courses that stress theoretical foundations, analysis, and design, and include substantial laboratory work, including software development will be accepted. Such courses include the representation and transformation of information structures, the theoretical models for such representations and transformations, courses that provide basic coverage of algorithms, data structures, software design with a laboratory, programming languages with a laboratory, and computer organization and architecture. Other acceptable courses in computer science include artificial intelligence and robotics, networking, linear circuits, logic circuits, operating systems, and software methodology and engineering.

Typical Non-Acceptable Course Work: The following typify courses which are not accepted as demonstrating the necessary scientific and technical training: science courses for non-science majors;

- astronomy;
- paleontology;
- anthropology;
- ecology;
- courses in public health;
- mathematics courses;
- high school level courses;
- one day conferences;
- patent law courses;
- continuing legal education courses,
- political science courses,
- behavioral science courses such as psychology and sociology;
- courses relating technology to politics or policy;
- courses offered by corporations to corporate employees;
- courses in management, business administration and operations research;
- courses directed to data management and management information systems;
- repair and maintenance courses;
- computer courses which are directed to business applications;
- courses on how to use computer software;
- vocational training courses;
- radio operator license courses;
- courses taken on a pass/fail basis;
- audited courses;
- home or personal independent study courses;
- correspondence courses;
- courses to develop manual, processing or fabrication skills (e.g. machine operation, wiring, soldering, etc.);
- economics of technology courses;
- courses in the history of science, engineering and technology;
- field identification of plants and/or animals;
- work study programs;
- college research or seminar courses where the course content and requirements are not set forth in the course descriptions; and
- courses which do not provide scientific and technical training in patentable subject matter.

Also not accepted are courses that repeat, or which are substantially the same as, or are lesser-included courses for which credit has already been given.

Other factors will also be considered on a case-by-case basis with respect to scientific and technical training.

Other Training: The Office of Enrollment and Discipline will consider expertise in scientific and technical training which is equivalent to that of a Bachelor's degree listed in Category A. Applicants without a degree listed in Category A have the burden of establishing possession of sufficient training and expertise in science or engineering to be equivalent to that of a Bachelor's degree in a subject listed in Category A. Demonstration that training is equivalent to training received in courses accepted under Category B will help establish such equivalency.

Military Service: Although the Office of Enrollment and Discipline will not evaluate and award credit for military service, credit may be granted for technical courses taken pursuant to military training. The applicant has the burden of showing the semester hours credit each course relied upon would be accorded toward a degree at an accredited U.S. University or college. Applicants should consult the *Guide to Evaluation of Educational Experience in the Armed Services*, which is available through the American Council on Education, Military Evaluation Program, 1 Dupont Circle, Washington, DC 20036.

Category C. Practical Engineering or Scientific Experience. Individuals relying on practical engineering or scientific experience or do not qualify under Category A or B above may establish the required technical training by taking and passing the Fundamentals of Engineering (FE) test. The FE test is a test of engineering fundamentals. The FE test is developed and administered by a State Board of Engineering Examiners in each State or comparable jurisdiction. Neither the U.S. Patent and Trademark Office nor any other U.S. Government agency administers the test. Individuals who desire to take the FE test should direct inquiries to the Secretaries of the appropriate State Boards.

CONTENT OF THE EXAMINATION

The examination for registration is administered in two sessions, one during the morning and one during the afternoon. Applicants receive a single score for the exam. To pass the examination, applicants must take both sessions and receive a passing score of 70% on the entire examination.

PLEASE NOTE: The registration examination will receive one score only and will test all applicable material throughout the examination.

Six hours are permitted for completion of the examination, three hours in the morning session and three hours in the afternoon session. The examination is designed to test applicants knowledge of patent law and U.S. Patent and Trademark Office rules, practice, and procedure; understanding of claim drafting and ability to properly draft claims; and the ability to properly analyze factual situations

and properly apply the patent laws and U.S. Patent and Trademark Office rules, practice, and procedure, such as would be required to render valuable service to patent applicants in the preparation and prosecution of their patent applications. 35 U.S.C. § 31. The examination may also include questions dealing with standards of ethical and professional conduct applicable to registered patent attorneys and agents.

Before taking this examination, applicants should be familiar with the patent statutes; the U.S. Patent and Trademark Office rules of practice (Parts I and 10 of Title 37 of the Code of Federal Regulations), procedure and policy set forth in the Manual of Patent Examining Procedure (M.P.E.P.); and the consolidated listing of notices in the Official Gazette.

Documents: The M.P.E.P., the consolidated listing of notices in the Official Gazette, and Title 37 of the Code of Federal Regulations (CFR) may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or by calling (202) 512-1800. The U.S. Patent and Trademark Office will not provide any of these materials to applicants. The Office of Enrollment and Discipline will not counsel applicants on the patent statutes and U.S. Patent and Trademark Office rules, policy, practice, and procedure.

Review Courses: The U.S. Patent and Trademark Office cannot identify or recommend courses to be pursued in preparing for the examination, or offer advice as to the special training required of persons who wish to be qualified to practice before the U.S. Patent and Trademark Office as a patent attorney or agent.

Copies of Previous Exams: Copies of the last three examinations and model answers are available and may be obtained from the PTO at a cost of \$15.00 for *each* examination. Send a request specifying the examinations desired and a check or money order made payable to the Commissioner of Patents and Trademarks at the address which appears on page 8 of this General Requirements Bulletin. Past examinations may also be available at the PTO home page at www.uspto.gov.

Finding OED information on the Internet:

- Open the US PTO Home Page <http://www.uspto.gov/>
- Find and touch: "Organizations" shown on the left side of the page.
- Find and touch Office of Enrollment and Discipline. (Under the Deputy Assistant Secretary)

Now the OED home page with information about the exam and previous exams is open.

WAIVERS OF REQUIREMENTS REGARDING THE EXAMINATION

A petition may be filed under 37 CFR § 10.170 requesting in writing that a requirement, which is not a requirement of the statutes, be suspended or waived by the Director in an extraordinary situation, when justice requires. For a waiver of the examination, see page 2, column 1.

INSTRUCTIONS FOR APPLYING FOR ADMISSION TO TAKE THE EXAMINATION

The examination will be administered on Wednesday, April 12, 2000. Individuals seeking admission to the examination for the first time should send the following documents to the Director of OED.

- Registration Application [Form PTO-158]
- \$40.00 non-refundable application fee
- \$310.00 examination fee as required by 37 CFR § 1.21(a)(1). 35 U.S.C. § 41(d).
- Oath [Form PTO-1209]
- Official-Original Transcripts
- Course descriptions (Category B, only)
- *All* other required documentation (that information upon which applicants are relying to demonstrate qualifications to sit for the examination),
- Certificate of Good Standing (Attorneys)
- Enclose a check or money order made payable to the Commissioner of Patents and Trademarks.

In completing the Application for Registration, the documents required under items 4-14 must be submitted with the application.

Complete all items on the Application form including information requested for business name, address and telephone number.

Business Name and Address: Enter the business name and address of the applicant's employer, and the business telephone number where the applicant may be contacted at the place of employment.

Self-Employed Individuals: Enter applicants business name and mailing address and business telephone number.

Full Time Students: Enter "Student" in the business name section of the application, if applicant is a full time student.

Government Employees: Officers and/or employees of the United States Government, must enter the name and mailing address of the office assigned and business telephone number.

Unemployed: Enter "Unemployed" in the business name section, if applicant is unemployed.

Diplomas: Please note that for item 14, a diploma or a copy of a diploma is not acceptable evidence of a degree. Applicants must provide an original official transcript from a college or university as evidence of the degree received. Any official transcripts issued to an applicant will be accepted provided the transcript includes an original university or college stamp or seal. A letter from the registrar specifying a degree or degrees is not acceptable.

Certificate of Good Standing: Individuals who desire to be registered as an attorney after passing the exam must submit a certificate of good standing from the Supreme Court of the State or Commonwealth in which they practice. The certificate of good standing may be sent in with the application package or at a later date. The certificate is not required for admission to the exam.

Exam Location: Complete the portion of the application that indicates the desired exam location. Applicants must select an examination site from the following list:

Albuquerque, NM	Hartford, CT	Pittsburgh, PA
Anchorage, AK	Honolulu, HI	Raleigh, NC
Atlanta, GA	Houston, TX	Salt Lake City, UT
Baltimore, MD	Indianapolis, IN	San Antonio, TX
Bangor, ME	Kansas City, MO	San Francisco, CA
Boston, MA	Los Angeles, CA	San Jose, CA
Chicago, IL	Memphis, TN	San Juan, PR
Concord, NH	New Orleans, LA	Seattle, WA
Dallas, TX	New York, NY	St. Louis, MO
Dayton, OH	Oklahoma City, OK	Syracuse, NY
Denver, CO	Orlando, FL	Washington, DC
Detroit, MI	Philadelphia, PA	
Ft. Snelling, MN	Phoenix, AZ	

Change of Exam Location: Individuals who receive notification for admission to the exam and need to change the chosen exam location must make a written request to the Director of OED.

INSTRUCTIONS FOR REAPPLYING TO TAKE THE EXAMINATION

Individuals reapplying to take the examination must submit a complete application for that exam. Also submit the notarized Oath or Affirmation, all required fees, and answer all questions on the application form.

Applicants are not required to submit documentation submitted with an application for one of the last three examinations unless that documentation is necessary to update the application. (This documentation includes transcripts and course descriptions previously sent and considered, and documents required by questions 4-14 of the application. See 37 CFR § 10.22 of the PTO Code of Professional Responsibility.

Individuals reapplying for the exam must submit the following:

- Registration Application [Form PTO-158]
- \$40.00 non-refundable application fee
- \$310.00 examination fee as required by 37 CFR § 1.21(a)(1). 35 U.S.C. § 41(d).
- Send a check or money order made payable to the Commissioner of Patents and Trademarks.

The following documents may be necessary, depending on the specific situation:

- Official-Original Transcripts (Not sent before)
- Course descriptions (Category B, only) (Not sent before)
- Certificate of Good Standing (Attorneys)
- *All* other required documentation that updates the application file (that information upon which applicants are relying to demonstrate qualifications to sit for the examination),

Application packages must be received in OED on or before December 31, 1999 and must be complete. Facsimiles of applications will not be accepted. See 37 CFR § 1.6(d)(1) and 37 CFR § 1.4(e).

ALIENS

Individuals who are not United States citizens and do not reside in the US are not eligible for registration except as permitted by 37 CFR § 10.6(c). See Page 1. Presently, Canada is the only country recognized as allowing substantially reciprocal privileges to those admitted to practice before the U.S. Patent and Trademark Office. The registration examination is not administered to aliens who do not reside in the United States.

Aliens residing in the United States may apply to take the registration examination. To be admitted to the examination, applicant must establish by clear and convincing evidence that recognition is consistent with the capacity of employment authorized by the U.S. Immigration and Naturalization Service (“INS”). The evidence must include a copy of both sides of any work authorization and copies of all documents submitted to and received from the INS regarding admission to the United States and a copy of any documentation submitted to the U.S. Department of Labor.

Qualifying nonimmigrant aliens within the scope of 8 CFR § 274a.12(b) or (c) are not registered upon passing the examination. Such aliens will be given limited recognition under 37 CFR § 10.9(b) if recognition is consistent with the capacity of employment authorized by the INS. Documentation establishing applicant’s qualification to receive limited recognition must be submitted with applicant’s application by the filing deadline. Qualifying documentation shows that the INS has authorized the applicant to be employed in the capacity of representing patent applicants before the PTO by preparing and prosecuting their patent applications. Any INS approval pending at that time will result in applicants application being denied for the April 2000 examination.

PERSONS WITH DISABILITIES

Individuals with a disability for which special accommodations are necessary in order to take the examination must submit a **separate letter** with the application requesting special accommodations. The letter must describe the disability and the special accommodations requested. Additional documentation, less than one year old, certifying the current severity of the disability and certifying that the accommodations requested are necessary for this disability must be sent by a licensed physician who has evaluated the condition. This documentation must be submitted for each examination for which special accommodation is requested. In order to insure that arrangements can be made in sufficient time before the examination date, the request for disabled status and all required documentation must be submitted no later than January 24, 2000.

FILING DEADLINE

The deadline for filing **all** application documents, **all** appropriate fees, and **all** necessary supporting documents is December 31, 1999. That means that the PTO must receive the complete application package on or before the deadline date. Alternatively applicants may enclose a certificate of mailing with the application package and mail it on or before the deadline date.

Certificate of Mailing: A certificate of mailing is acceptable proof that the application package was mailed on or before the deadline date. The certificate of mailing must be in the application package and may not be mailed separately. An example of a certificate of mailing is on page 13 of this bulletin.

Early filing: Individuals filing in Category B or C are strongly encouraged to file application packages at least two months prior to the filing deadline to afford an adequate time to present all information required to demonstrate scientific and technical qualifications to take the registration examination. However, the Office of Enrollment and Discipline cannot guarantee that applicants will receive notice of deficiencies in applications and documentation prior to the filing deadline. Deficiencies that lead to an incomplete filing will lead to an application being denied. There will be no opportunity to file supplemental documents after December 31, 1999, to obtain admission to the April 2000 examination.

All applications for admission to the examination filed after the deadline will be considered only in connection with admission to the next registration examination.

REFUNDS AND WITHDRAWING

Refunds: Individuals who do not meet the criteria for admission to the exam will receive a refund of \$310. (The \$40 is a non-refundable application fee.) Individuals who are qualified for the exam may withdraw on or before January 24, 2000, and receive a refund of the \$310 exam fee, as explained below. Fees will not be held or deferred for future exams.

Withdrawing: Applicants who are qualified for the exam must withdraw from the exam by notifying OED in writing. The written notification to withdraw must be received in OED on or before January 24, 2000 to receive a refund. No refunds will be given for any notice of withdrawal received by OED after January 24, 2000.

MAILING INSTRUCTIONS

Mail application papers and any other correspondence by U.S. Postal Service *first class mailing*:

Commissioner of Patent and Trademarks
Box OED
Washington, D.C. 20231

A certificate of mailing pursuant to 37 CFR § 1.8 may be used when mailing applications on or before the December 31, 1999 deadline. Acceptable certificates of mailing are those that comply with 37 CFR § 1.8. The certificate of mailing must be in the envelope with the documents mailed. Also acceptable are documents filed in accordance with 37 CFR § 1.10. Applications received by the PTO after the filing deadline of December 31, 1999, without a certificate of mailing will be considered late and treated accordingly. **DO NOT MAIL YOUR APPLICATION BY ANY FORM OF OVERNIGHT MAIL.** The Office of Enrollment and Discipline has experienced significant delays in receiving applications by overnight mail. The Office of Enrollment and Discipline evaluates each application for admission to the examination as soon as possible after receipt in the Office.

NOTIFICATION

All applicants are notified with written correspondence indicating approval or disapproval of the application.

Individuals who receive a disapproval notice may file supplemental information and documents on or prior to December 31, 1999. Supplemental information and documents will not be accepted for processing after the filing deadline of December 31, 1999.

NOTICE OF RECEIPT BY OED

Individuals who wish to receive an acknowledgment of the receipt of an application, should include with the application a self-addressed, stamped post card to be used for this purpose. The post card should be addressed to applicant and identify each type of paper filed, e.g. application, oath, transcripts, etc. OED will stamp the receipt date on the card and place it in the outgoing mail. However, the card is not verification that all of those items identified were present with the application. Please do not call the Office of Enrollment and Discipline regarding the status of applications unless applicant has not received a response four weeks after submitting an application.

TRANSPORTATION AND MEALS

Applicants are responsible for their own transportation to and from the examination site and for their own hotel accommodations. Applicants are also responsible for their own eating arrangements.

FINAL NOTIFICATION

Approximately two weeks before the examination is held, each applicant will be notified by the Office of Personnel Management of the address to which the candidate is to report to take the examination.

Please keep this information for future reference. It may find it necessary to refer to it later

Address Changes: Please keep the Office of Enrollment and Discipline advised in writing of any changes in of address, telephone number, or other information provided on the application for registration to take the April 2000 examination.

DISAPPROVAL NOTICE

Individuals who received a disapproval notice and desire a further review or consideration of their application package should submit a written request for petition to the Director, Office of Enrollment and Discipline Box OED, Washington, DC 20231.

CHANGING EXAM LOCATION

Individuals who desire to change the examination location should submit a written request to the Director, OED, Box OED, Washington, DC 20231. OED will attempt to accommodate these requests, but does not guarantee these requests will be granted.

Checklists

Category A Checklist for Application to take the exam

- Completed application for the exam, original, signed, dated (FORM PTO 158)
- Completed Oath or Affirmation (FORM PTO-1209) (Notarized)
- Original Official Transcripts
- Fees (\$310 + \$40)
- Certificate of Good Standing (Attorneys) [Not required for admission to the exam]

Category B Checklist for Application to take the exam

- Completed application for the exam, original, signed, dated (FORM PTO 158)
- Completed Oath or Affirmation (FORM PTO-1209) (Notarized)
- Original Official Transcripts
- Fees (\$310 + \$40)
- Official course descriptions which are concurrent with the year in which the course was taken. Also copies of the catalog cover page showing the year, the pages(s) describing the requirements for your major, and complete pages describing the courses to be considered. *Only courses in which you received a grade of C- or better will be accepted.*
- Certificate of Good Standing (Attorneys) [Not required for admission to the exam]

Re Applying to take the exam Checklist

- Completed application for the exam, original, signed, dated (FORM PTO 158)
- Certificate of Good Standing (Attorneys)
- Fees (\$310 + \$40)
- Additional official, original transcripts and coinciding course descriptions
- Other documents for consideration by OED

Former Patent Examiner Waiver of Exam Checklist

- Completed application for the exam, original, signed, dated (FORM PTO 158)
- Completed Oath or Affirmation (FORM PTO-1209) (Notarized)
- Certificate of Good Standing (Attorneys)
- Fees (\$100)
- Waiver of Undertaking (FORM PTO-275)

Frequently asked questions

May I send in an official, original transcript with my application or is it required to come directly from the university?	YES. Applicants may send their transcripts in with their application. The transcripts MUST be official and original. Copies are not accepted for processing.
After I pass the exam, how long does it take to become completely registered?	Approximately four months. After applicants take the exam, there is a multi-phase process necessary to complete the registration process.
Is the deadline a real deadline?	YES. Applications received after the established deadline are not processed, and the check(s) returned to the applicant.
If I previously applied, do I need to send in everything again?	NO. See page 6 for reapplying instructions.
What is the status of my application?	OED cannot routinely provide the status of your application because of the volume of applications.
Did OED receive my application?	Enclose a post card for return to you as an indication that your application was received.
May I speak with someone about the disapproval notice I received?	Generally OED staff cannot evaluate applications on the phone. If you receive a disapproval notice, and desire further consideration of your scientific and technical qualifications, submit a written request to the Director of OED.
Where is the exact location of the test site I have selected?	OED cannot provide this information because the actual physical locations are handled by OPM. Approximately 2 or 3 weeks prior to the exam, applicants will receive a notice providing the address of the exam location.
If my degree is similar to the degrees listed in Category A, may I assume my application will be processed as a Category A application?	NO. If your degree is not listed exactly as shown in the Category A list, you must qualify under one of the Category B options and submit the required documentation.
May I submit the \$40 non refundable application fee and wait to find out if I am qualified to take the exam, and then send in the \$310 exam fee?	NO. Applicants must submit both fees with their application. Applications will not be processed unless all fees are received with the application.
May I submit one check for the fees or must I submit 2 checks?	Yes. You may submit one check. However, it is not wrong to submit two.
What is a Certificate of Mailing under 37 CRF 1.8?	Please see page 8 for an explanation and page 13 for a sample.

Category B, Options Chart

Option 1	Option 2	Option 3	Option 4
<p>24 Semester hours in Physics.</p> <p>Only physics courses for physics majors will be accepted.</p>	<p>32 Semester hours in combination of the following:</p> <ul style="list-style-type: none"> • 8 semester hours of chemistry or physics; • 24 semester hours in biological sciences. <p>The 8 semester hours must be obtained in two sequential semesters, each semester including a lab.</p> <p>Only biological science courses for biological science majors will be accepted and only chemistry and physics courses for chemistry, biology, physics or engineering majors will be accepted.</p>	<p>30 semester hours in chemistry.</p> <p>Only chemistry courses for chemistry majors will be accepted.</p>	<p>40 semester hours in combination, consisting of the following:</p> <ul style="list-style-type: none"> • 8 semester hours of chemistry or physics; • 32 semesters of chemistry, physics biological sciences, or engineering. <p>The 8 semester hours of chemistry or physics must be obtained in two sequential semesters, each semester including a lab.</p> <p>Only chemistry, biological sciences, and physics courses for majors in chemistry, physics, biology, or engineering will be accepted.</p>

Certificate of Mailing under 37 CFR 1.8

I hereby certify that this correspondence is being deposited with the United States Postal Service with sufficient postage as first class mail in an envelope addressed to:

Assistant Commissioner for Patents
Box OED
Washington, D.C. 20231

on

Date: _____

Signature

Typed or printed name of person signing Certificate

Note: Each paper must have its own certificate of mailing, or this certificate must identify each submitted paper.

This certificate must be in the envelope with the material and/or documents mailed.

Index

	Page Number
Admission Requirements	-3-
Aliens	-8-
Category A Requirements	-3-
Category B	-3-
Category B, Options Chart	-13-
Category C	-5-
Certificate of Good Standing	-7-
Certificate of Mailing (Example)	-14-
Changing Exam Locations	-10-
Check Lists	-11-
Content of the Examination	-5-
Copies of Previous Exams	-6-
Course Descriptions	-4-
Disapproval Notice	-10-
Documents	-6-
Exam Locations	-7-
Filing Deadline	-8-
Filing Early	-3-
Final Notification	-9-
Frequently Asked Questions	-12-
General Registration Information	-1-
Grades	-4-
Index	Last Page
Instructions for Applying for Admission	-6-
Mailing Instructions	-9-
Military Service	-5-
Notice of Receipt by OED	-9-
Notification	-9-
OED on the Internet	-6-
Option 1	-4-
Option 2	-4-
Option 3	-4-
Option 4	-4-
Other Acceptable Course Work	-4-
Other Training	-5-
Persons with Disabilities	-8-
Quarter Hour Conversion	-4-
Re Applying for the Exam	-7-
Refunds And Withdrawing	-9-
Review Courses	-6-
Transcripts	-3-
Translations	-4-
Transportation and Meals	-9-
Typical Non-Acceptable Course Work	-5-
Waiver of the Exam by Former Employees	-2-
Waivers of Requirements Regarding the Examination	-6-